



## Appendix F

### South Australian Government

#### Request for Recall of an Individual Direct Entry Credit Transaction

**Send to:**

Direct Entry Operations  
Fax: (02) 9767 1113

**From (Agency Details):**

Contact Name: \_\_\_\_\_

Ph: \_\_\_\_\_

Fax: \_\_\_\_\_

The recall facility is an **emergency process** that can be used to delete individual credit items in a file or an entire credit file once all other avenues have been exhausted eg adjustment to subsequent payments or settlement direct with the beneficiary.

**This fax must be received by Direct Entry Operations by 3.30pm Adelaide time the day before the processing date if the file is for GDES processing.**

|                                       |                                                             |
|---------------------------------------|-------------------------------------------------------------|
| Today's Date:                         |                                                             |
| GDES Transaction:<br>(Tick one)       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| User Name                             |                                                             |
| Direct Entry User ID                  |                                                             |
| Bank Name and Branch of Beneficiary   |                                                             |
| BSB and Account Number of Beneficiary |                                                             |
| Account Name of Beneficiary           |                                                             |
| Transaction Code                      |                                                             |
| Amount of Item                        |                                                             |
| Processing Date in File               |                                                             |
| File total                            |                                                             |

.....  
Signed  
Authorised Person

.....  
Signed  
Authorised Person